

**Memorandum of Understanding Between
Champaign Community Unit School District #4
and the Champaign Police Department**

School Resource Officer Program

The School Resource Officer program ("Program") began in 2006 as a partnership between the Champaign County Unit School District #4 ("District") and the City of Champaign Police Department ("Police Department"). This partnership involved the assignment of school resource officers to the District's schools. The District and the Police Department are executing this Memorandum of Understanding to clarify certain responsibilities of the District and the Police Department in the coming 2014-2015 school year.

1. **Program and Procedures Review.** The District will convene a meeting of the School Resource Officers, the supervisor overseeing the School Resource Officer program ("Program Supervisor"), and the District administration. The purpose of the meeting will be to discuss the program, the revised Standard Operating Procedures, and the goals and expectations of the program.
2. **Monthly meetings.** Each School Resource Officer will meet with his or her principal and immediate Supervisor on a monthly basis. The parties will develop an agenda and take minutes at each meeting which will be approved by both parties.
3. **Student focus groups.** The District will conduct focus groups with District students each semester to assess their views of the program to identify areas of strengths and weaknesses.
4. **Parent surveys.** The District will develop and make available to parents a survey regarding the program.
5. **Reciprocal information sharing agreement.** The District and the Police Department, in conjunction with the Discipline Equity Advisory Committee, will develop a reciprocal information sharing agreement which delineates the roles of each party in the gathering of information as well as the circumstances in which information may be shared between the parties.
6. **Record keeping.** Program officers will document their on-duty time and provide a bi-weekly report to their supervisor and principal. Documentation shall include:
 - a. Administrative activities,
 - b. Response to crime and school incidents,
 - c. Classroom activity,
 - d. Advising of staff, students, parents, and community groups,
 - e. SRO and juvenile trainings,
 - f. Patrolling of school grounds and after-school events,
 - g. Performance of the safety audit.
7. **Student Assembly.** During the first quarter of the 2014-2015 school year, the administration at each District middle school and high school will organize an assembly to

discuss, with the Police Department participation, student rights and responsibilities related to interactions with the School Resource Officers and other law enforcement officials.

8. **Student Education.** Monthly classroom presentations will be arranged by the District, made to support and enhance curriculum in the area of the School Resource Officer's expertise, and presented by the School Resource Officers to increase student's knowledge of the law. Topics may include, but are not limited to: policing as a career; criminal investigation; alcohol and drug awareness; gang and stranger awareness and resistance; general crime prevention; conflict resolution and bullying; bicycling, pedestrian and motor vehicle safety. Also included are crimes in which students are likely to be offenders or victims such as vandalism, shoplifting, and sexual assault by an acquaintance.
9. **Reporting.** The District will report to the Police Department:
 - a. Any verified incidents involving a firearm or illegal drugs on school grounds, property, or transportation.
 - b. Any verified incidents of battery against school personnel.
10. **School Discipline.** The District will provide to the Police Department information relating to school discipline imposed upon a student for an incident which also resulted in the student's arrest by the police when necessary for the discharge of official police duties.

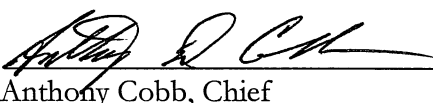
For Champaign Community Unit School District #4



Dr. Judy Wiegand, Superintendent
Champaign Community Unit School District #4

Date: 8/25/14

For the Champaign Police Department



Anthony Cobb, Chief
Champaign Police Department

Date: 8/26/14